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Office Memorandum • UNITED STATES GOVERNMENT *m-lh*

TO : Chief, Administrative Service

DATE: 11 January 1952

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - December 1951

The following report of activities of the Transportation Division during the month of December is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



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176 local hauls in and around Washington

2. Que Building Motor Pool Operations:

685 total trips made
 38 average number of trips per day
 8091 total miles operated
 449.5 average miles per day
 4.9 average number of cars in pool per day
 11.8 average miles per trip
 27.6 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

| | <u>Total Miles</u> | <u>Total Trips</u> | <u>Average Miles Per Day</u> |
|----------|--------------------|--------------------|------------------------------|
| October | 9,887 | 899 | 429.8 |
| November | 10,091 | 934 | 480.5 |
| December | 8,091 | 685 | 449.5 |

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 20,462 passengers, and average of 1136.7 per day.

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3. Following is a report of the activities of the [] Garage:

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During the month four (4) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

| | | |
|-------------------------------|-------------|------|
| Repair Jobs | | - 31 |
| *Labor | - \$ 390.50 | |
| Parts | - 241.50 | |
| Repair Jobs Performed Outside | | - 5 |
| Labor | - \$ 51.20 | |
| Parts | - 19.35 | |
| Maintenance Work | | - 72 |
| *Labor | - \$ 855.75 | |
| Parts | - 17.31 | |

*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

| | |
|--------------------|-------|
| Cars Washed | - 185 |
| Cars Lubricated | - 71 |
| Other Service Jobs | - 95 |

The total value of labor performed by the Mechanics in the garage during the month was \$1246.25, compared with their salaries of \$858.75, indicating a saving of \$387.50. The value of labor performed by the Mechanic's Helpers was \$980.80, compared with salaries of \$916.64, indicating a saving of \$64.16, an overall saving of \$451.66 for the month.

During the month the Transportation Division hauled 2,315 cases, total weight 354,017 pounds to the various ports and air terminals for export shipment.

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4. Fifty-two passenger cars operated 50,399 miles; thirty-three (33) trucks operated 25,039 miles; while six (6) buses operated 9,749 miles, a grand total of 85,187 miles.

5. Volume of work and flow of personnel through the Shipping Branch of the Transportation Division was as follows:

Rail Reservations
Airline Reservations
S.S. Reservations
Hotel Reservations

[] Foreign Travelers
Domestic Travelers
Trans. Requests []

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